



BOARD OF COUNTY COMMISSIONERS

301 South Monroe St.
Tallahassee, Florida 32301
(850) 488-4710

Attachment # 2
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Commissioners:

March 24, 2005

BILL PROCTOR
District 1

JANE SAULS
District 2

DAN WINCHESTER
District 3

TONY GRIPPA
District 4

BOB RACKLEFF
District 5

ED DePUY
At Large

CLIFF THAELL
At Large

PARWEZ ALAM
County Administrator
(850) 488-9962

HERBERT W.A. THIELE
County Attorney
(850) 487-1008

Paul Burris
President/Founder
Partners for Highway Safety
1920 Thomasville Rd.
Tallahassee, FL 32303

Dear Mr. Burris:

Please be advised that on March 22, 2005, the Leon County Board of County Commissioners, after having reviewed an agenda item detailing staff's year end audit of Partners for Highway Safety (PHS), requested additional financial and operational information on PHS for staff to report back at the following Commission Meeting on April 12, 2005. This letter requests your immediate assistance in providing the financial and operational information in accordance therewith.

Operational

Please provide County staff with a written update of PHS operations for fiscal year 2004/05, including, but not limited to, a detailed description of each program offered and the number of residents served in Leon County. In addition, please provide a summary of current staffing levels and recent Board of Directors meetings, if applicable.

Financial

To determine PHS' financial solvency, please provide a detailed written summary of all PHS revenues and expenditures for fiscal year 2004/05. Further, please specify why PHS is presently three months delinquent on its lease payment with Leon County, approximately totaling \$1,830.

Thank you, in advance, for your immediate attention to these issues. Please respond to County staff in writing by March 30, 2005.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Morris".

Ken Morris
Special Projects Coordinator

cc: Parwez Alam, County Administrator
Vincent Long, Assistant County Administrator
Herb Thiele, County Attorney
Ben Pingree, Assistant to the County Administrator
Kim Dressel, Director of Management Services